

890 32nd Ave, Apt 4; San Francisco, California 94121  
415-463-5495 415-604-8137 (cell)  
debranicholsonbassham@gmail.com

- Produce GAAP Financial Statements /Sole Prop Tax Returns (Schedules C, E, SE, 4562,1040
- Full Charge General Ledger Account, ERP/AR/AP/PR expertise, and Credit Card Purchase Program
- Audit, approved and processed Travel/Entertainment expense reports for faculty and staff
- Updated SOX (Revenue Recognition), General Accounting, ERP System, Concur
- Art Director- CD Art, Promotions at Ear Candle Productions <https://earcandleproductions.com>
- Word Press Web Design: <https://earcandleproductions.com>, <https://nicholsonbusinessservices.com>
- Video Productions Portfolio <https://youtube.com/earcandleproductions> (Premiere Pro) Shoot, Edit, Compress, upload to LMS, Websites, Youtube.com
- ADDIE Training Specialist, Instructional Design, Needs Assessments, Interviews
- Articulate Storyline 2 -Training the Unemployed for Self Employment in Services Industries <https://earcandleproductions.com/sam/story.html>

- Video Production of Regulatory All-Staff Training into Articulate Storyline platform for LMS
- Schedule Training events, process enrollments, manage training packages, certifications, renewals
- Assess, plan, design, develop professional development training curriculum in Articulate Storyline
- Enroll, track, and process Lynda.com and Articulate Online activity in Master Records

- Investigative Financial Analyst, General Ledger reconciliations, Bank Reconciliations, Sales Taxes
- Prepare manual, ADP, Paychex, QuickBooks, any PR applications, services, and PR Tax Reporting
- HRIS experience in Outlook
- Process W-2s, 1099s, and W3/1096 reporting, EDD, Franchise Tax Board, Workman's Compensation
- Provide Full Charge GAAP Accounting for small businesses <https://nicholsonbusinessservices.com>
- Full Charge General Ledger Account, with AR/AP/PR expertise, and Credit Card Purchase Program
- Updated SOX (Revenue Recognition), General Accounting, ERP System, Concur
- Audit, approved and processed Travel/Entertainment expense reports for faculty and staff
- Instrumental in setting up South Park Creative/Technology Industries with GAAP Financial Statements, timely Customer AR, Vendor AP, Local, State, Federal Mandatory Reporting
- Clients with over 2M in billings:
  - Seed Communications; Emeryville, CA
    - Anchor/Manager for husband/wife team: an international traveling film production crew for IBM, Hewlett Packard
  - Emergent Management Corp, San Francisco, CA
    - Anchor/Manager for brother/sister team: an international traveling change management team

- The Conversation Group, San Francisco, CA
  - Anchor/Manager for international partnership of four: a Social Media Branding team

**The Johns Hopkins University** **Baltimore, Maryland/ United States of America**  
*Staff Accountant, Controller's Office* Sept 1975 – May 1979

- Reconcile 24 Bank Accounts for all Department Budgets
- Enroll and manage Evening College registrants, and third party billings
- Reconciled 24 petty cash accounts for all JHU Departments
- Teamed with the Computer Department to design batching system to implement successful computerized tuition/payment processing
- Approved and processed travel/entertainment expense reports for faculty and staff

**Corner Theater Board Treasurer** **Baltimore, Maryland/ United States of America**  
*Treasurer, Fund Raiser, Actor-Director* August 1975 – May, 1979

- Promoted ticket sales, managed bank account, theater management, performer
- Created Fund Raising Event that included all local theater groups to present excerpts of upcoming shows, and raised awareness and money for each group

## EDUCATION

**Voice One** **San Francisco, California/United States of America**  
 Daytime Conservatory Sept 19-Nov 26 2018  
 Voice Over Trained in Radio, TV, Narration, Podcasts

**San Francisco State University** **San Francisco, California/United States of America**  
*Master of Arts in Education-Instructional Technologies* December 2015

- **GPA:** 3.87 / 4.0; Developed Business Start up Training including GAAP and Sole Prop Taxes
- **Honors:** Deans List; 21st Century Paradox: Training the Unemployed for Self Employment
- **Relevant Coursework:** *Multimedia Instruction / Training in Organizations / Instructional Technology Design and Development-ADDIE, Web Design, Articulate Storyline 2, Adobe Photoshop, Premiere Pro, Master Collection, Captivate*

**City College of San Francisco** **San Francisco, California/United States of America**  
*Continuing Education-Accounting/Multimedia/Theater Arts* 1993-2016

- **GPA:** 3.75 / 4.0;
- **Honors:** Deans List
- Relevant Coursework: *Financial Accounting, Managerial Accounting, Auditing, Flash Authoring, DVD Authoring, Federal Tax, State Tax, Theater Improvisation, Certified QuickBooks User* (Desktop preference, but can also do QKBKS Online)

**Bay Area Video Coalition** **San Francisco, California/United States of America**  
**Digital Directions (Adobe) Willie Brown Mayoral Scholarship** 2004-2005  
*Continuing Education-* Adobe Creative Suite of 3-4 Day Workshops for both Web/Video Core

**Golden Gate University** **San Francisco, California/United States of America**  
*Continuing Education-Accounting* June 1985

- **GPA:** 3.0 / 4.0;
- **Relevant Coursework:** *Business Law and Math for Managers*

**San Francisco State University****San Francisco, California/United States of America****Bachelor of Arts in Speech/Communication, Theater Arts, Education Technology** Sept 1980-May 1984**Post Graduate: CA Teaching Cred. ESL, English, Social Sciences, Humanities** Sept 1986-1991

- **GPA:** 3.67 / 4.0; Arts, Sciences, Humanities and English
- **Honors:** Deans List
- **Relevant Coursework:** *Human Biology, Chemistry, Ecology, Women & Words, Interpersonal Communication, Rhetoric & Comm. Theory, Comm. & Human Interaction, Sex Roles & Communication, Comm. Analysis-Organizations, Intercultural Comm.. Culture and Technology, Social Aspects of Human Sexuality, Form & Function-Spoken Word, Comm. & Social Process, Intra-cultural Communication, Ballet I, Piano, Thinking About Politics, Short Story/Poetry Writing*

**The Johns Hopkins University****Baltimore, Maryland/United States of America****Continuing Education Business**

Sept 1974-May 1979

- **GPA:** 2.3 / 4.0; Introduction to University Levels
- **Relevant Coursework:** *Intro to Accounting, Intro to Social Anthropology, Principles of Management. Intro to Psychology, History of Philosophy, The Family, Expository Writing*

**SKILLS, ACTIVITIES & INTERESTS**

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**Languages:** Fluent in English; Conversational Proficiency in English, Writing, BA Communications**Technical Skills:** 10-Key calculator, PC-Windows 10, iMac-OS X Yosemite, Audio/Video Recording Equipment, iPad, iPhone, Cable-Router Set up, Install Software, ADDIE Developer, Internet, Projector**Certifications & Training:** Lynda.Com MS Office, Certified QuickBooks User; Usability, Human Resources; AGPA Training Specialist- Curriculum Developer, GAAP Public Accountant (24 Accounting Credits, 20 years experience)**Activities:** SF City College Continuing Education, Landmark Forum, Ear Candle Productions Video Production; The Granite Countertops Band, 24 Hour Gym, Walks, Movies, Social Media (FB, Twitter, LinkedIn, Google Scholar)**Interests:** Investigative Accounting Communications; Ear Candle Radio, GAAP/Business Education, Health and Well Being, Dance, Music Production, Voice Overs, Narration, Video Production; Performance Arts; Learning and Development; Improvisation, Solar Energy, USA, Climate/Environmental Issues, Cooking (Judith Et-Hokins Workshop), Social Media

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## REFERENCES

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### ACCOUNTING REFERENCE LETTERS

2009-2011

[https://nicholsonbusinessservices.com/TCG\\_Contract.pdf](https://nicholsonbusinessservices.com/TCG_Contract.pdf)

[https://nicholsonbusinessservices.com/The\\_Conversation\\_Group\\_Reference.pdf](https://nicholsonbusinessservices.com/The_Conversation_Group_Reference.pdf)

2007-2008

<https://nicholsonbusinessservices.com/QBksCertification.jpg>

<https://nicholsonbusinessservices.com/StopAids.png>

2006

[https://nicholsonbusinessservices.com/Treasure\\_Island\\_FAST\\_Team\\_Reference.pdf](https://nicholsonbusinessservices.com/Treasure_Island_FAST_Team_Reference.pdf)

[https://nicholsonbusinessservices.com/Treasure\\_Island\\_FAST\\_Team\\_Reference2.pdf](https://nicholsonbusinessservices.com/Treasure_Island_FAST_Team_Reference2.pdf)

1976-2008

[https://nicholsonbusinessservices.com/Sun\\_Season\\_Products\\_Reference.pdf](https://nicholsonbusinessservices.com/Sun_Season_Products_Reference.pdf)

[https://nicholsonbusinessservices.com/Dr.\\_Randall\\_Weil\\_Reference.pdf](https://nicholsonbusinessservices.com/Dr._Randall_Weil_Reference.pdf)

[https://nicholsonbusinessservices.com/Dan\\_Wang\\_Evergreen\\_Reference.pdf](https://nicholsonbusinessservices.com/Dan_Wang_Evergreen_Reference.pdf)

[https://nicholsonbusinessservices.com/JHU\\_Reference\\_Chuck\\_Wolfkill.pdf](https://nicholsonbusinessservices.com/JHU_Reference_Chuck_Wolfkill.pdf)

[https://nicholsonbusinessservices.com/JHU\\_Reference\\_Dale\\_Kirby.pdf](https://nicholsonbusinessservices.com/JHU_Reference_Dale_Kirby.pdf)

Talent Burst Security Clearance 2015

FBI/DOJ Clearance 2018

LinkedIn <https://www.linkedin.com/in/debra-nicholson-bassham-ma-ed-itec-3a895813/>